

# ALBERTA STUDENT ENROLMENT CONTRACT FOR LICENSED VOCATIONAL TRAINING

## PART A: INSTITUTION INFORMATION

Legal Entity

Operating Name

Unit Number      Street Number      Street Name

City      Province      Postal Code      Country

Phone Number      Website      E-Mail

## PART B: STUDENT INFORMATION

Last Name      First Name      Middle Name      Gender (Optional)

Unit Number      Street Number      Street Name

City      Province      Postal / ZIP Code      Country

Home Phone Number      Mobile Phone Number      E-Mail

Date of Birth      Alberta Student Enrolment Number / ASN

Former Surname (if applicable)      Also Known As (if applicable)

Aboriginal Status (Optional)      Legal Status (Optional)      International Student

## PART C: PROGRAM INFORMATION

Program Name

Program Start Date      Program End Date      Program Length  
Hours      Weeks

Delivery Mode      If other, please provide a brief explanation

### Program Cost

Tuition Fees (incl. Registration Fee):	\$	Other Fees	\$
Registration Fee:	\$	(specify):	\$
Books:	\$		\$
Supplies / Kits:	\$	<b>Total Program fees:</b>	\$

Privacy Notice: Alberta Advanced Education is collecting your personal information pursuant to section 33(c) of the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25 for the purposes of monitoring this program and the operations of private career colleges; tracking student mobility in, and strategic planning of, Alberta's post-secondary education system; and conducting research surveys with graduates of licensed programs in accordance with the Private Vocational Training Act, R.S.A. 2000, c. P-24. For more information or if you have questions, please contact the Director of the Private Career Colleges Branch, Alberta Advanced Education, 10155 102 Street, Edmonton AB, T5J 4L5, 780-427-5609.

## PART D: ACKNOWLEDGEMENT OF TERMS

Please visit <https://open.alberta.ca/publications/p24> to access the *Private Vocational Training Act* and the *Private Vocational Training Regulation*.

Please initial beside each statement to acknowledge that you agree to the following:

### Institution / Program Information

I reviewed the Student Rights and Responsibilities section of the Private Career Colleges Branch's website located at <https://www.alberta.ca/student-rights-responsibilities.aspx>. Initial Here

I acknowledge that the institution did not guarantee that completing this Program will lead to employment or specific wages/salary. (Section 22(1)(b) of the *Private Vocational Training Regulation*). Initial Here

I contacted potential employers and any relevant regulatory/professional bodies to determine if they will recognize this Program for employment and/or certification in a related field. Initial Here

I received the Program outline, a written description of the Institution's rules and policies, and information about the most recent graduation and job placement rates for this Program. Initial Here

I toured the Institution and viewed the facilities and equipment available to students. Initial Here

I know how the Institution will deliver this Program (e.g. self-directed learning, online, traditional lecture). Initial Here

I acknowledge that the Institution must provide me with a copy of this contract after I sign it. Initial Here

### Admission Requirements

I provided the Institution with the appropriate documentation to show that I meet the admission requirements for this Program. Initial Here

**Applicable if under 16 years of age:** I confirm that the Institution has obtained written approval from the Director of the Private Career Colleges Branch for me to enrol in this Program. (Section 12(3) of the *Private Vocational Training Regulation*). Initial Here

### Withdrawals/Terminations

I am aware that the Institution must terminate my enrolment in this Program by providing me with written notice (Section 13(1) of the *Private Vocational Training Regulation*). Initial Here

I understand that I must provide written notice to the Institution if I wish to withdraw from the Program and terminate this contract (Section 13(1) of the *Private Vocational Training Regulation*). Such notice must be provided in a manner that I can verify the date the notice was delivered to the Institution. Initial Here

I understand that this contract is terminated on the date that the written notice is delivered (Section 13(3) of the *Private Vocational Training Regulation*). Initial Here

I understand that I must notify my funding source of my withdrawal or the termination of this contract if I am receiving student financial assistance. Initial Here

### Fee Payments and Tuition Refunds

I have reviewed the *Tuition Refunds* section of the Private Career Colleges branch's website located at <https://www.alberta.ca/tuition-refunds.aspx>. Initial Here

I understand that the Institution may charge me a registration fee of up to \$500, which it must credit toward my unpaid tuition fees (Section 14 of the Private Vocational Training Regulation). The Institution may retain this fee if I do not attend the Program unless:

- I terminate this contract within four business days of signing it (Section 15 of the Private Vocational Training Regulation).
- The Institution terminates this contract before the Program begins (Section 16(2) (a) of the Private Vocational Training Regulation).
- The Program does not begin by the start date in Part C of this contract and I choose to terminate this contract as a result (Section 16(2)(b) of the Private Vocational Training Regulation).

Initial Here

I understand that the school cannot require or accept payment of the registration fee until I have signed this student contract and cannot accept payment of any other tuition or any incidental fees before my Program begins (Section 14(2) of the Private Vocational Training Regulation).

Initial Here

I understand that if this contract is terminated after the Program begins, the Institution is entitled to the payment of tuition fees as outlined in Section 17 of the Private Vocational Training Regulation, which is as follows:

- 25% of the total tuition fees as identified in Part C: Program Cost of this contract if 10% or less of the Program is provided
- 60% of the total tuition fees as identified in Part C: Program Cost of this contract if more than 10% but less than 50% of the Program is provided
- 100% if more than 50% of the Program is provided.

Initial Here

I understand that if I paid more tuition than the Institution is entitled to under Section 17(1), the Institution must refund me the difference.

Initial Here

I understand that any refund that the Institution is required to pay will be paid to the source of payment for my tuition fees (i.e. the student, Government, agency, or person other than the student) and/or to any outstanding student loan where applicable (Section 21 of the Private Vocational Training Regulation).

Initial Here

I understand that the Institution may withhold my credential if I do not pay my fees in full at the time of graduation.

Initial Here

### Student Complaints

I have reviewed the Student Complaints section of the Private Career Colleges Branch's website located at <https://www.alberta.ca/student-complaints.aspx>.

Initial Here

I will first address any concerns I have regarding the Program through the Institution's student complaint process.

Initial Here

If my complaint is not resolved through the Institution's student complaint process, I have 6 months from my last date of attendance in the Program to contact the Private Career Colleges Branch, Alberta Advanced Education by visiting <https://privatecareercolleges.alberta.ca/>.

Initial Here

### Student Information

Upon graduation, I agree to provide the Institution with information regarding my employment status, and my employer's name and telephone number.

Initial Here

I acknowledge having read the Privacy Notice relating to the collection of personal information by Alberta Advanced Education in Part C of this contract

Initial Here

## SIGNATURE

By signing this contract, I agree to the terms of this contract and I authorize Alberta Advanced Education to collect the information in Part A of this contract, my graduation and employment status, and my employer's name and contact information from the Institution and I consent to the Institution providing this information to Alberta Advanced Education for the purposes of reporting on graduation and job placement information for this Program; monitoring operations of private career colleges; tracking student mobility and strategic planning of Alberta's post-secondary education system; and for conducting satisfaction and outcomes research surveys with graduates of licensed programs offered by private career colleges.

---

Signature of Student

---

Printed Name of Student

---

Date

---

Signature of Witness

---

Printed Name of Witness

---

Date

**By signing this contract, the Institution agrees to offer the Program as licensed in accordance with the Private Vocational Training Act and Regulation.**

---

Signature of Authorized Representative

---

Printed Name of Authorized  
Representative

---

Date

This contract is to be used only for programs licensed under the *Private Vocational Training Act* and Regulation. These programs appear on the Private Vocational Training License posted in the Institution. A copy of this contract signed by both the student and the Institution's authorized representative must be provided to the student within 7 days of signing. Any changes made to this contract must be agreed to and initialed by both parties.